

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
FO. 72 (REV. 7-82)

8/5/99

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 16831	(10) APPROVAL DATE(S)	(11) APPROVAL NUMBER(S)	(12) PAGE NUMBER(S) REVISED
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL DATE(S)	(11) APPROVAL NUMBER(S)	(12) PAGE NUMBER(S) REVISED

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(13) SIGNATURE-RECORDS MANAGEMENT ANALYST <i>[Signature]</i>	(17) TITLE Departmental Records Coordinator	(18) DATE SIGNED 12/8/98
(13a) NAME (Printed or Typed) JAN MOODY	(17a) TELEPHONE 323-4095	(18a) DATE SIGNED

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE-OIS CONSULTANT <i>[Signature]</i>	(22) APPROVAL NUMBER 99-089
(21a) NAME Ramon M. Gutierrez	(22a) DATE SIGNED 5/10/99

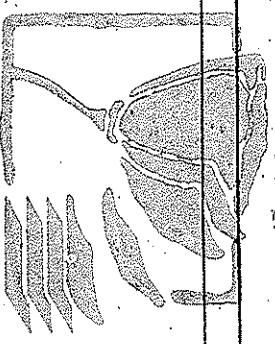
(23) TITLE
Records Management Consultant

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (23) ☐ Contains no material subject to further review by the California State Archives

- (23a) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA

STATE ARCHIVES

(24) SIGNATURE-CHIEF OF ARCHIVES <i>[Signature]</i>	(25) DATE SIGNED August 3, 1999
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 16831	DATE (3) 9-1-98
ORGANIZATIONAL UNIT Program Support, Institutions Division	Page 1 of 2 Pages (4)	
ADDRESS (number, street, city) 1515 S Street, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 99.089	

ITEM NUMBER (Triple between (6)	CUBIC FEET (space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a l (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>ADM</u>			<u>Program Support</u> This Records Retention Schedule encompasses the retention, disclosure and destruction requirements for all Program Support records to comply with existing laws and Departmental regulations. Program Support activities include technical support in fiscal and management matters for divisional and institutional staff.								<u>Retention:</u> Media (Column 10): P=Paper, C=Computer Printout, M=Magnetic or Electronic, X=Mixed (Cassettes, videos, etc.). Vital Records (Column 11): Critical to reconstruct or perform CDC's basic functions (e.g., Inmate/Parolee Central Files and Medical Records) after a disaster. Columns 12 through 16 are clarified in Column 17, Remarks. CDC storage (Local Archives) can be used in place of State Records Center for non-Sacramento offices or institutions. <u>Disclosure Restrictions:</u> (Column 16) X: Exempt from public review per the Public Records Act, Government Code Section 6254. XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40. <u>Destruction:</u> Records may be destroyed after Department of General Services Audit or the designated retention period, whichever comes first. Nonconfidential: recycle. Confidential or exempt (Column 16): shred. Historical (Column 8): Transfer to the State Archives. Do not destroy.
09/10		NOTIFY ARCHIVES	<u>Administrative Records:</u> Copies of general administrative records such as correspondence, supervisor employee files, budgets, procurement, reports, etc. Originals are maintained in Headquarters offices.	P		*			*		* Retain per RRS 16000.

RECORDS RETENTION SCHEDULE

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DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 16831	DATE (3) 9-1-98
ORGANIZATIONAL UNIT Program Support, Institutions Division	Page 2 of 2 Pages (4)	
ADDRESS (number, street, city) 1515 S Street, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 99-089	

ITEM NUMBER (Triple between (6)	CUBIC FEET space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8) NOTIFY ARCHIVES	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a l (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0020			Special Projects/Reports	P		2Y		3Y	5Y		Retain for five years (two years in the office and three years in the State Records Center).
0030			Budgetary/Fiscal Projects	P		2Y		3Y	5Y		Retain for five years (two years in the office and three years in the State Records Center).
0040		NOTIFY ARCHIVES	Staffing Projects/Reports	P		2Y		3Y	5Y		Retain for five years (two years in the office and three years in the State Records Center).
0050			Personnel Related Projects	P		2Y		3Y	5Y		Retain for five years (two years in the office and three years in the State Records Center).